

May 20, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MAY 20, 2004

- I. OPENING OF MEETING AT 10:30 A.M. AT 425 ½ SOUTH FOURTH STREET, SPRINGFIELD, ILLINOIS
- II. PRESENT
- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD APRIL 15, 2004

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD APRIL 15, 2004?

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	104	5
Agriculture	519	15
Arts Council	21	1
Banks and Real Estate.....	256	8
Central Management Services.....	1,227	80
Children and Family Services	3,471	39
Commerce & Econ. Opportunity	514	59
Corrections	14,492	109
Criminal Justice Authority	74	3
Deaf and Hard of Hearing Comm.	7	1
Developmental Disabilities Council ...	14	1
Elections Board	53	1
Emergency Management Agency	110	2
Employment Security.....	1,939	25
Environmental Protect. Agency	1,137	12
Financial Institutions.....	81	5
Guardianship and Advocacy	112	6
Historic Preservation Agency	196	5
Human Rights Commission	12	2
Human Rights Department.....	137	7
Human Services	15,823	60
Industrial Commission	167	8
Insurance	322	7
Investment Board	4	1
Labor	81	7
Labor Relations Board Educational ...	16	2
Labor Relations Board State	19	2
Law Enforce. Trng. & Standard Bd. ...	25	1
Military Affairs	142	3
Natural Resources	1,713	28
Pollution Control Board	25	3
Professional Regulation	256	17
Property Tax Appeal Board	23	2
Public Aid	2340	20
Public Health.....	1,134	27
Revenue.....	2,218	45
State Fire Marshal	124	7
State Police.....	1,511	6
State Police Merit Board	5	1
State Retirement System	80	1
Transportation	3,067	1
Veterans Affairs	1,186	3
TOTALS	54,757	638

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Illinois Department of Revenue – Proposed Exemption

The following 4d(3) requests for exemption were continued at the April 15, 2004 meeting until May 20, 2004.

COPY

Dear Chairman Richards:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-100-00-01
Bureau/Division: Legal Services – Special Counsel Office
Incumbent: John T. Robinson
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-120-00-02
Bureau/Division: Legal Services – Sales/Excise Taxes Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-140-30-01
Bureau/Division: Legal Services – Property Tax Law Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services Special Counsel Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Although these positions do not meet the reporting criteria of the Commission Rules and considering similarities of these positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of each position description, together with each agency letter of request and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217) 782-7639.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-100-00-01
Bureau/Division: Legal Services – Special Counsel Office
Incumbent: John T. Robinson
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-120-00-02
Bureau/Division: Legal Services – Sales/Excise Taxes Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-140-30-01
Bureau/Division: Legal Services – Property Tax Law Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services Special Counsel Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

D. Illinois Department of Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the April 15, 2004 meeting until May 20, 2004.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-33-000-01-02
Bureau/Division: Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Deferred Compensation Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
2. This position will work with autonomy and has responsibility for the determination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which establishes objectives and states the principles towards operating objectives of the Deferred Compensation Division which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide Deferred Compensation benefits to employees, retirees and beneficiaries for all State

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Agencies, Boards and Commissions under the jurisdiction of the Governor, other elected officials' offices, the State University System and contractors.

3. The Deferred Compensation Division Manager directs the Illinois State Employees' Deferred Compensation Program responsible for managing an average of \$150 million in payroll deferrals, accumulated investment interest and other monetary receipts annually.
4. This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-33-000-01-02
Bureau/Division:	Bureau of Benefits/Deferred Compensation Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

E. Illinois Department of Central Management Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the April 15, 2004 meeting until May 20, 2004.

COPY

Dear Chairman Kolker:

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-34-000-01-01
Bureau/Division:	Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As Benefits Management Division Manager, this position will report to the Deputy Director of the Bureau of Benefits.
- 2) This position will work with autonomy and has principal responsibility for the determination and implementation of policy, which establishes objectives and states the principles towards operating objectives of the Benefits Management Division, which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide consultative, support and analytical services to the Group Insurance, Deferred Compensation and Risk Management Division which provide benefits to members and members' dependents and/or retirees for all State Agencies, Boards and Commissions, other elected officials' offices, the State University System, Retired Community College Teachers, Local Government Units and contractors.
- 3) The Benefits Management Division Manager participates in the planning and programming of departmental activities, integrating the plans and projections of all Divisions within the Bureau of Benefits, especially those involving legislative issues and liaison functions, analytical support, and strategic planning initiatives for which this position is the primary resource for the Bureau.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-34-000-01-01
Bureau/Division: Bureau of Benefits/Benefits Management Div. Mgr.
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

F. Illinois Department of Agriculture – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

Director Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-11-11-000-00-01
Bureau/Division: Bureau of Building and Grounds
Incumbent: Vacant
Supervisor: Assistant Director
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3877 in the Division of Technical Services.

END OF COPY

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

We are proposing the exemption of a Senior Public Service Administrator, Opt. 1 (40070-11-11-000-00-01) as provided in exempt Code Section of the Personnel Code.

This position reports directly to the Assistant Director of Agriculture and serves as Bureau Chief of the Bureau of Buildings & Grounds for the Department. This position acts in full authority for the Assistant Director performing highly complex assignments in the conceptualizing, planning, developing and interpreting proposed changes and their impact on Agency operations.

This position acts in full authority of the Director and the Agency with commitment authority to public and private organizations for utilization of the Fairgrounds.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position. If additional information is needed, please contact Tammy Payne at 217/785-5099. Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-11-000-00-01
Bureau/Division:	Bureau of Building and Grounds
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Sangamon County

G. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-16-01
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. Under direction of the Director of Central Management Services (CMS), serves as the Chief Educational Issues Policy Advisor responsible as policy formulating administrator in the planning, and directing all aspects of educational enhancements for county and municipal educational institutions coordinated by CMS; serves as an expert authority in collaboration with the Director and the senior management in all educational institutions impacted by these policy enhancements in the implementation and monitoring of policies and their effectiveness.
2. The Chief Educational Issues Policy Advisor possesses significant authority when acting in the capacity of the Director to bind the agency to courses of action on educational enhancement issues. This position also makes determinations in exercising principal responsibility for the determination and execution of policies, which fix objectives and state the principles to control action towards operating objectives of more than one division in CMS, which have ramifications on the impacted county and municipal educational institutions. These decisions being subject to review or reversal only by the Director.
3. This position is integrally involved in the planning and programming of departmental activities and integrating the plans and projections of related operations for all organizational entities involved in these educational enhancements.
4. The Chief Educational Issues Policy Advisor serves as principal spokesperson on behalf of the Director to the Governor's Office, the legislature, officials from educational institutions, the media and public interest groups on county and municipal educational enhancement issues.

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Dawn Defratias, Deputy Director of the Bureau of Personnel at (217) 524-8773.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-16-01
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

H. Illinois Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-16
Bureau/Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director – SPSA – 40070-37-60-000-01-02
Location:	Cook County

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The rationale for requesting this exemption is supported by the following:

1. The Information Technology Administrator will report to the Deputy Director of the Bureau of Property Management.
2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which fixes objectives and states the principles towards operating objectives for providing a full range of computerized applications to support the Bureau of Property Management and all property management staff for all agencies, boards and commissions being consolidated under Executive Order 10 (Executive Order to Consolidate Facilities Management, Internal Auditing and Staff Legal Functions); responsible for the overall management and direction of the statewide property management information technology network and services insuring that efficient statewide services are developed and maintained.
3. This position's responsibility encompasses integrating the plans and projections and scheduling projected work programs of all divisions within CMS and all client agencies involved in property management information technology operations.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-16
Bureau/Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director – SPSA – 40070-37-60-000-01-02
Location:	Cook County

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

I. Illinois Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-18
Bureau/Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director – SPSA – 40070-37-60-000-01-02
Location:	Cook County

The rationale for requesting this exemption is supported by the following:

1. The Planning and Construction Administrator will report to the Deputy Director of the Bureau of Property Management.
2. This position develops policy, plans, directs, implements and administers the Master Space Planning Standards and Process for owned and leased property utilized by all State Agencies, Boards and Commissions managed by Central Management Services as part of the facilities management consolidation under Executive Order 10 which fixes objectives and states principles to control action toward operating objectives of multiple divisions and agencies; as administrator of statewide construction for Property Management is responsible for planning and programming of departmental activities, integrating the plans and projections of a number of related divisions and other organizational entities and the planning and scheduling of work programs for those entities.
3. The Planning and Construction Administrator performs a critical role in collaboration with the Office of Management and Budget and the Capital Development Board (CDB) to develop the annual statewide capital needs request to identify and substantiate requests for funding appropriations to accommodate the next year's new construction and remodeling budget.
4. This position serves as spokesperson for the Deputy Director and the agency on issues associated with the Master Space Planning Standards and Process and new facility construction and existing facility remodeling/reconfiguring projects including serving as the Deputy Director's representative to assign project components and resolve conflicts to insure that projects proceed according to established standards and timeframes.

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-60-000-01-18
Bureau/Division:	Bureau of Property Management
Incumbent:	Vacant
Supervisor:	Deputy Director – SPSA – 40070-37-60-000-01-02
Location:	Cook County

J. Illinois Department of Corrections – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Kolker:

Director Robert E. Walker, Jr., of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-10-000-00-01
Bureau/Division:	School District 428
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization charts.

If additional information is required, please contact Maribeth Moore, Unit Manager, Classification Services at 782-3877.

END OF COPY

COPY

Dear Director Rumman:

The Department of Corrections has recently made a change in the reporting structure of the School District #428 Superintendent and staff. The Administrator will report to the Director of the Agency, enhancing the overall operational needs of the Agency. This position will be responsible for directing the total operation of all Corrections' School District activities as well as serving as the principal Administrator responsible for development and implementation of School District #428 policies and procedures impacting this Agency. The incumbent of this position will speak on behalf of the Director regarding the program's issues and committing the Agency to a specific course of action. We are requesting that you approve and forward to the Civil Service Commission the request for 4d(3) exempt status of the Sr. Public Service Administrator position over School District #428.

Attached, you will find a job description for the position and an organizational chart. If you have any questions regarding this request, please feel free to contact James Reinhart at 522-2666, extension 2100.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-29-10-000-00-01
Bureau/Division: School District 428
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

K. Illinois Department of Employment Security – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Central Management Services.

COPY

Dear Chairman Kolker:

Director Russell of the Illinois Department of Employment Security has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-44-10-000-00-01
Bureau/Division: Administration
Incumbent: Vacant
Supervisor: Director
Location: Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager in the Division of Technical Services at 782-3877.

END OF COPY

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

SPSA 40070-44-10-000-00-01

This position as a policy formulating manager plans, develops, organizes, controls and evaluates the activities of the Administration Bureau, through subordinate managerial staff, sets policy and procedure for the Bureau, establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions; represents IDES and acts as primary liaison with national, regional and State organizations, the legislature and the Governor's cabinet members as designated.

The attached position description and organization chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of May 1, 2004.

If you have any questions, please contact Ms. Elizabeth Nicholson, Human Resource Manager at (312) 793-9322.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-44-10-000-00-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

L. Illinois Department of Human Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Central Management Services.

COPY

Dear Chairman Kolker:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	37015-10-09-100-00-29
Division:	Office of Latino Affairs
Incumbent:	Vacant
Supervisor:	Director, Office of Latino Affairs
Location:	Cook County

Although the position is one level from the Secretary's Office, the position does not hold programmatic authorities typically found in positions granted 4d(3) status. Thus, I do not recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Classification Agency Services, at 785-8609.

END OF COPY

COPY

Dear Director Rumman:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of all the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities, and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and Family Services, Public Aid and Public Health. The Department of Human Services (DHS)

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

has a FY04 approved head count of 16,108 positions. We currently have 15,770 employees located in all 102 counties employed at leased offices as well as 17 Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The State of Illinois is comprised of over 12 million citizens. The Hispanic population in Illinois is 12.5%, and 4.7% comprises the employment of Hispanics within the Department of Human Services. It has been determined for several years that there is a great underutilization of Hispanics in employment in DHS as well as Illinois State Government. The Bureau of Hispanic/Latino Relations was created in 1977 resulting from a court decree mandating that the Department of Public Aid provide support to the Hispanic/Latino clients. The Office of Hispanic/Latino Affairs has been created and operational to address this continuous problem, as well as to respond to the Quinones agreement. Many of our clients are Hispanic, and with the many immigrant programs our staff is required to be culturally diversified in order to understand, and to address human service delivery to immigrant communities.

The Assistant Director position interfaces and works on a collaborative basis with the Secretary, both Assistant Secretaries, facility administrators, our internal directors as well as the heads of the Hispanic and Latino employment and social service organizations, as well as the Hispanic legislative caucus, and Immigration and Naturalization. This individual must possess skills in understanding all DHS major programs as well as contract providers in order to assist those who will otherwise fall through the cracks of government.

The issues for the Office of Hispanic/Latino affairs are covered not only by legislation forthcoming in Illinois State government, but matters in Congress as it relates to the Hispanic and Latino immigrants. This position will deal with a multitude of policies and procedures in order to determine the proper course of action in providing services to this neglected population. This position will also deal with components of programs having to be addressed on the basis of issues of the urban as well as the rural environment.

The Assistant Director is of a higher level and is part of the policy making process, thus impacting Department's leadership in providing programs and services to the Hispanic/Latino population. This position is not layered in the organization, but rather elevated to a point at which the scope can be addressed resulting in impact that can be realized for the entire Department. This position is removed in terms of one level, and in a Department of this magnitude and size is not outside the realm of reporting.

May 20, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Due to statutory requirements, the scope of the work, and the discretion and scope of decision-making mandates the position be made 4d(3). As stated in the Personnel Code, Sec. 4d. Patrial exemptions:

“The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out,”

The Assistant Director is established as a Public Service Administrator level cognizant of the broad scope of the title as well as dealing with salary in conjunction with the Site’s physical condition. The Department of Human Services requests the Assistant Director, Office of Hispanic/Latino Affairs be made 4d(3) due to the statutory requirements. The actions of this position is subject only to the Director, Office of Hispanic/Latino Affairs, an exempt position, and the Secretary, an appointed official.

Thank you for your consideration of this request.

COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	37015-10-09-100-00-29
Division:	Office of Latino Affairs
Incumbent:	Vacant
Supervisor:	Director, Office of Latino Affairs
Location:	Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

May 20, 2004

VI. RECONVENE MEETING

VII. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

The following class titles were submitted for abolishment by the Director of Central Management Services:

<u>Current Position Title</u>	<u>Proposed Position Title</u>
Compliance Officer Trainee	Abolish
Gambling Officer Trainee	Abolish

WILL THE COMMISSION APPROVE THE ABOLISHING OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE JUNE 1, 2004?

Compliance Officer Trainee

Gambling Officer Trainee

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

May 20, 2004

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of April 30, 2004.

	<u>3/31/04</u>	<u>4/30/04</u>
Agriculture	1	1
Central Management Services	9	13
Comm. & Econ. Opportunity	1	2
Emergency Management Agency	0	1
Environmental Protection	1	2
Historic Preservation	0	3
Human Rights.	1	1
Natural Resources	9	30
Public Aid	4	5
Revenue	3	3
State Retirement Systems	1	1
Transportation	12	1
Veterans Affairs	0	1
Totals	42	64

May 20, 2004

IX. APPEALS TERMINATED WITHOUT DECISION

• **RULE VIOLATION**

DA-79-04

Respondent	Ronald Matrisciano	Appeal Date	12-29-03
Agency	Corrections	Decision Date	4-21-04
Charge	Rule Violation	ALJ	Daniel Stralka
Rule Violation	Violation of Personnel Code and Rules with respect to filling vacancies within agency.	Recommended Decision	Appeal Upheld; ALJ found that a rule violation had been committed.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

• **RULE VIOLATION**

RV-68-04

Respondent	Angela Aye Tin	Appeal Date	11-14-04
Agency	EPA	Decision Date	4-20-04
Charge	Rule Violation	ALJ	Daniel Stralka
Rule Violation	Failure to notify Respondent of intent not to renew term appointment.	Recommended Decision	Appeal dismissed. ALJ found that the Commission does not have jurisdiction.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

May 20, 2004

IX. APPEALS TERMINATED WITHOUT DECISION

• LAYOFF APPEAL

LA-9-04

Respondents	Bradley Shields and Eric Plott	Appeal Date	8-1-04
Agency	DOC	Decision Date	3-15-04
Charge	Rule Violation	ALJ	Daniel Stralka
Rule Violation	Respondents contend that layoff was in violation of Personnel Code and Rules.	Recommended Decision	Appeal dismissed. ALJ found that a rule violation had not been committed.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

• SUSPENSION

S-73-04

Respondent	Fernando Salazar	Appeal Date	11-19-03
Agency	DCFS	Decision Date	4-27-04
Discipline	30 day suspension	ALJ	Leonard Sacks
Charges	Failure to Perform Duties; Failure to Follow Supervisory Instructions; Misuse of State Equipment	Recommended Decision	Appeal dismissed.

The Respondent in this case failed to appear at a scheduled in-person status hearing scheduled on February 27, 2004 after being admonished on January 28, 2004 by ALJ Sacks that his failure to appear at the upcoming hearing would result in his case being dismissed.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

May 20, 2004

IX. APPEALS TERMINATED WITHOUT DECISION

• **GEOGRAPHICAL TRANSFER**

GT-77-04

Respondent	Juliann Heminghouse	Appeal Date	12-1-03
Agency	State Fire Marshal	Decision Date	12-24-04
Action	Geographical Transfer	ALJ	Daniel Stralka
Allegation	Transfer of Position From Sangamon to Cook County Violated Personnel Rules	Recommended Decision	Appeal dismissed. Transfer withdrawn by State Fire Marshal.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

XI. ADMINISTRATIVE REVIEW APPEALS

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
04-CH-06478	Sandra Topps v. DCFS & Civil Service Commission, et al.	Cook	pending
04-CH-06739	DHS v. Civil Service Commission & LaTina Pickett	Cook	pending

XII. STAFF REPORT

XIII. APPOINTMENT OF EXECUTIVE DIRECTOR

May 20, 2004

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, June 17, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XV. MOTION TO ADJOURN